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**Postgraduate Researcher leavers form**

This form is for Postgraduate Researchers to request permanent withdrawal from the University.

**The completed form should be authorised from the University email account of the PGR. The School should then authorise by forwarding the PGR’s authorisation with the form attached to** [**rp\_student@adm.leeds.ac.uk**](mailto:rp_student@adm.leeds.ac.uk) **(the document submitted must match the document the PGR authorised).**

**The Leavers Form will be considered and processed by DCO. An email regarding the confirmation or a request for further information will be sent to the submitting School email.**

**PGR LEAVE REQUEST DETAILS**

|  |  |
| --- | --- |
| **PGR details** | **Information** |
| First name |  |
| Last name |  |
| ID number |  |
| School |  |
| Fee Sponsor |  |
| PGR in receipt of assistance from the Access Fund Group during the current session? | Choose an item. |
| Last date of any bursary payment | Click or tap to enter a date. |
| PGR living in University accommodation? | Choose an item. |

|  |  |
| --- | --- |
| **Leave details** | **Information** |
| Leaving date requested | Click or tap to enter a date. |
| Reason for leaving (choose primary reason) | Choose an item. |
| \*If transferring to a different institution, please provide name of institution |  |
| \*\*If leaving to join a different programme of study at the University of Leeds, please provide details:  Degree  Programme of study  Year of programme |  |

**PGR DECLARATION** (PGR to provide authorisation on email trail of submission)

By completing and forwarding this form to the Graduate School, I confirm that I am satisfied that I have been made aware of, and directed to resources for, implications of this leave request. I have read the “important information to read” section on this form. I am aware of implications particularly regarding funding, fees, study progression, fitness to study, support for my mental health and wellbeing, and University accommodation.

**GRADUATE SCHOOL DECLARATION** (School to provide authorisation on email trail of submission)

By forwarding this form to DCO, the Graduate School, are aware that the PGR is taking permanent leave as described above.

**IMPORTANT INFORMATION TO READ (AS PART OF SUBMISSION)**

For **PGRs in the UK under the Tier 4 Student Visa/Student Route Visa**, taking permanent leave will affect your immigration status in the UK. The University is required to report changes in status to the Home Office. Please contact the International Student Advice Team ([internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk)) for further information about your immigration status. More information is available here: https://students.leeds.ac.uk/#International-students

PGRs in **University Accommodation** should contact [accommodation@leeds.ac.uk](mailto:accommodation@leeds.ac.uk) to arrange the details of terminating their contract and moving out of their residence.

The **leaving date requested** is used as an indicative date only. The leaving date finalised on the PGR record (Banner) by the University’s Doctoral College operations team reflects when the leave request is fully approved by the University.

The **tuition fee charging policy** for PGRs who leave during an academic year varies according to the level of study and fee status. See Student Finance (Fees) website for details: <http://students.leeds.ac.uk/tuitionfeeliability>

We value our PGRs and want to make sure that we have done everything we can to support you. Please visit <http://students.leeds.ac.uk/leavingtheuniversity> for **details of support** available before you decide to leave.

**Suspension of Studies**

If you have concern about your studies or of other difficulties arise you should speak to your Supervisor, Director of PGR Studies or your Graduate School who can advise you about the possibility of taking a **temporary suspension of studies**. You can submit a request for a suspension via GRAD, using the workflow under the Change Request menu. Your Graduate School or Director of PGR Studies will also be able to advise on the number of support services available within the University for you to call on if needed. Some of these services offer advice, information or training and others help ensure your health and wellbeing. You can also find further information about the different support services, together with information about how to get in touch, in the Leeds Doctoral College Minerva Organisation or on the SES website (https://students.leeds.ac.uk/info/10124/during\_your\_research/914/absences\_suspensions\_and\_extensions\_of\_your\_research)

Withdrawal from the University may affect your grant entitlement. It is sensible, therefore, to contact your sponsor if you are considering temporarily suspending your studies to find out how it might affect your position. If you are on a Tier 4 General Student or Student Route Visa, please also seek advice from the International Student Advice Team as above, as a suspension of study may mean that you must leave the UK, and curtailment of your current student visa. You will need to apply for new entry clearance when you are ready to return.

**END OF FORM**